



01-099

**TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE**

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Herman Horn, Acting Chief,
Bureau of Regional/Local Health Operations

FROM: Barbara Keir, Director **"ORIGINAL SIGNED"**
Division of Public Health Nutrition and Education

DATE: September 7, 2001

SUBJECT: Participant Survey Instruction Sheet

The instruction sheet for the FY2002 Participant Surveys on Nutrition Education and Breastfeeding was not included with the August 31, 2001 memo (#01-093) containing the surveys. The instruction sheet is attached. Please give it to your Nutrition Education Coordinator and other staff members who are overseeing the completion of the surveys by participants.

If you have any questions, please call Elaine Goodson at (512) 458-7111 extension 3467 or Mary Van Eck at (512) 458-7111 extension 3484.

FY2002 Participant Surveys: Important Reminders

1. **Put your local agency number and site number on both surveys before your Xerox them.** You may want to use different colored paper for English and Spanish surveys.

2. **Use only the attached surveys.** Do not use surveys from previous years.

Do not alter the questions on the survey. They are coded for statistical use by the State Agency. If you wish to add questions for your local agency use, please call your Nutrition Education contact person.

3. **The survey is now in a pamphlet form. After you copy the surveys, fold them in half before giving them out.**

4. There are two surveys this year:

FY 2002 Participant Survey on Breastfeeding- Only pregnant and breastfeeding women will complete this survey.

The FY2002 Participant Survey on Nutrition Education- The survey is similar to surveys from previous years, but is shorter.

5. **Do not overburden yourself or the data entry staff at the State by giving out excessive numbers of surveys. This is all you need:**

If your project serves more than 500 participants, please have clients complete approximately 100 of each survey. If your project serves 500 participants or less, please have clients complete approximately 50 of each survey.

6. **You must also meet the minimum number of surveys by client category .:**

Minimum Number of Surveys by Client Category

	Pregnant Women	Parents of Infant	Breastfeeding Women	18 Years Old or Younger	Parents of a Child
FY 2002 Participant Survey on Nutrition Education	10	10	10	10	10
FY 2002 Participant Survey on Breastfeeding	10	0	10	0	0

Larger local agencies who give their clients more than 100 surveys may not have a problem getting the numbers in the chart for the nutrition education survey. You will probably be over the number for each client category. Getting these numbers may be harder in small local agencies giving out 50 surveys.

What do you do if you have given clients 50 nutrition education surveys, but you only have 8 pregnant women and 6 clients eighteen years or younger? Give the survey to two or more pregnant women and 4 more clients eighteen years or younger to reach 10 clients in each category. This will mean that you have more than 50 surveys. However, do not give the survey to any additional breastfeeding women or parents of infants or children.

What do you do if you need 50 breastfeeding surveys and you have completed surveys from 10 pregnant women and 40 breastfeeding women? You do not need to do any more surveys. You have met the minimum number you need for each client category.

Here are some tips on how to give out the surveys. Use as many of them as you can in your local agency. The tips will improve your results:

- Administer the surveys at all clinic sites in your local agency.
- Administer the surveys over several weeks. Start at the end of the month and continue through the first of the next month. Include both day, evening and weekend clinics. This will enable you to sample clients who work, who routinely attend make-up classes at the end of the month, and who keep their appointments on time.
- Administer the surveys by giving out only 2 or 3 surveys to clients before a class. The questionnaires can be completed while clients wait for WIC services.
- Administer the surveys with assistance for low literacy clients. Staff can read one questionnaire while clients mark the correct answers on another.
- Have a staff member who does not do nutrition education explain to participants how to fill out each question. Most questions may be completed by checking the selected response or filling in the blanks. The small, superscripted numbers are there to help in data entry of the forms. They should not influence how the clients answer the questions. Provide clients with the following information:
 - Their answers will be used to plan how we teach nutrition in WIC in the future.

- Their answers will not effect their participation in WIC.
- 8) Provide a large envelope for clients to put their completed questionnaires in anonymously.
 - 9) **Address the envelop with your surveys to Delores Preece/ Nutrition Education Section/1100 West 49th Street/ Austin, TX 78731.** Be sure each survey has your project number and your site number in the correct blank.
 - 10) **The surveys are due at the State Agency November 15, 2001.**